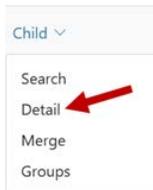


## KinderConnect - Adding Private Pay Children

Private pay children are children who are not currently authorized to your center to receive publicly funded childcare.

- A** Click **Detail** under Child.



- B** Add a private pay child by pressing **New** to create a new record. Enter the required information for the child indicated by a red asterisk (\*).

A screenshot of the 'Child Detail' form. At the top, there are three buttons: 'New', 'Save', and 'Cancel'. A red arrow points to the 'New' button. Below the buttons, the form contains several fields: 'Child ID:', 'CIN:', 'First Name: \*', 'Middle Name:', 'Last Name: \*', 'Date of Birth: \*' (with a 'Show' button and a masked field), 'Phone Number:', 'Child Type:', 'Subsidized Schedules:', and 'Non-Subsidized Schedules: \*' (with an 'Add Non-Subsidized Schedule' button).

- C** Click on **Add Non-Subsidized Schedule**.

Non-Subsidized Schedules: \* 

- D** Enter a **Start Date** and **End Date**. We recommend setting the **End Date** out one year. Press **OK** to return to the child **Detail** page.

A screenshot of the 'Child Schedule' form. It contains a 'Provider' dropdown menu with '1. All Good Children (333)' selected. Below it are 'Start Date: \*' and 'End Date: \*' fields, each with a calendar icon. At the bottom right, there are 'Cancel' and 'OK' buttons.

- E** Press **Save**. A message will display indicating the record saved successfully.